

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.835
	STATE OF HAWAII	17.836
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Minimum Qualification Specifications
for the Classes:

CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT ADMINISTRATOR
(CONSVTN & RESCS ENFC ASST ADMR)
CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR
(CONSERVATION & RESCS ENFC ADMR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: A comprehensive knowledge of the laws, rules and regulations relating to forests, fish and wildlife, public lands and waters, State parks, historic sites, natural areas and scientific reserves and coastal zones; principles and practices of inspection, investigation, and enforcement; and principles and practices of supervision and management.

Ability to: Plan, direct, coordinate, evaluate, and manage operations of an enforcement program; establish and maintain effective working relationships with other programs, other agencies, and the general public; analyze and interpret data; interpret rules and regulations; prepare clear and concise reports, articles, and bulletins; make decisions requiring technical and administrative judgement; direct enforcement staff and activities; and speak before groups.

In addition, the following knowledge and abilities are required for the class Conservation and Resources Enforcement Administrator: Knowledge of the principles and practices of administration; governmental budgeting; public relations; and the Ability to develop and administer an enforcement program; draft laws and regulations; and prepare program plans and budgets.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and

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experience:

Class Title	Spclzd Exp (Yrs)	Mgrl Exp (Yrs)	Admin Exp (Yrs)	Total Exp (Yrs)
Conservation & Resources Enfc Asst Administrator	2	1	*	3
Conservation & Resources Enforcement Administrator	2	1	1	4

Specialized Experience: Responsible work experience as an independent worker in the enforcement of conservation and resources laws, rules and regulations such as those which provide for the protection and conservation of fish and wildlife, conservation district resources, boating and ocean recreation management areas, and other public lands, waters and resources. The work must have involved detecting and investigating violations, collecting and reporting facts and evidence pertaining to such violations, and enforcing and promoting compliance. This experience must have included all powers and authority of a police officer.

Managerial Experience: Responsible managerial work experience in the enforcement of conservation and resources laws, rules and regulations as described above. The work must have demonstrated the ability to establish and maintain effective working relationships with others, prepare clear and concise reports, and included the following elements:

- 1) Directing and managing operations; developing and implementing operational plans, policies and procedures; analyzing and evaluating program activities and operations to identify current and future needs and problem areas; developing sound solutions to improve the effectiveness and efficiency of operations; and planning, organizing and evaluating and coordinating program activities to attain objectives within time, resource and budgetary limitations;
- 2) Solving complex enforcement problems and providing expert advice to others regarding enforcement principles, methods and techniques and laws, rules

and regulations relating to conservation and
resources law enforcement; and

- 3) Supervising the work of conservation and resources law enforcement officers which included planning, organizing, scheduling and directing the work of subordinates; advising them on difficult problem areas; training and developing subordinates; and evaluating their work performance and disciplining them when necessary.

Administrative Experience: Administrative experience which involved active participation in, and major responsibility for, the development, management, execution and coordination of policies and programs.

*For the Conservation and Resources Enforcement Assistant Administrator, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

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demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Other Requirements:

The duties and responsibilities of the classes require the incumbents to meet all federal and State regulations pertaining to the carrying, use and/or possession of firearms and ammunition.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the class CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT ADMINISTRATOR (CONSVTN & RESCS ENFC ASST ADMR), and an amendment to the minimum qualification specification for the class CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR (CONSERVATION & RESCS ENFC ADMR), which was approved on June 8, 1998.

DATE APPROVED: 4/3/01

DAVIS K. YOGI
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